



To: MAYOR AND CITY COUNCIL

Agenda Item #: IV. C.

From: Scott H. Neal, City Manager

Action ☒

Discussion ☐

Date: February 17, 2015

Information ☐

Subject: Approve Out-Of-State Travel for City Council Members

Action Requested:

Motion to approve out-of-state travel for City Council Members to attend the National League of Cities' 2015 Congressional Cities Conference in Washington DC

Information / Background:

The Edina City Council adopted a policy on December 6, 2005 that requires the City Council to approve out-of-state travel for City Council Members. In order for the City to pay for the travel, lodging, subsistence and other conference-related costs, the travel must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel.

In evaluating the out-of-state travel request, the Council will consider the following:

- Whether the elected official will be receiving training on issues relevant to the city or to his or her role as the Mayor or as a council member.
- Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
- Whether the elected official will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.
- Whether the elected official has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship such as a "sister-city" relationship.
- Whether the elected official has been specifically assigned by the Council to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the city.
- Whether the city has sufficient funding available in the budget to pay the cost of the trip.

Attendance at this conference will allow Council Members to network with elected officials from around the country; to attend training and informational sessions on contemporary local government issues; to attend a supplementary training/information session on aviation noise; and to meet and discuss intergovernmental issues with Edina's elected officials in the U.S. House of Representatives and U.S. Senate.

I estimate the cost of the travel (transportation, lodging, meals and conference fee) to be approximately \$2,200 per Member. I can confirm that the City has sufficient funds available to pay the costs of this trip.

RECOMMENDATION:

The National League of Cities' Congressional Cities Conference represents an important learning, networking and advocacy opportunity for City Council Members. I recommend that the City Council approve the requested action on this matter.